

CHARTER

Washington Management Service

Administrative Process Cross-Agency Work Team

Purpose

The team will develop and recommend a uniform, enterprise-wide process for the inclusion and band placement of Washington Management Service (WMS) positions. The process will be employed by all agencies utilizing WMS positions and will be in accordance with RCW 41.06.020 and 41.06.500. The ultimate goal is to improve accountability, transparency, and consistency of the WMS as a whole.

Membership

Executive Sponsor: Sandi Stewart, Department of Personnel

Team Lead: Jan Smallwood, Department of Licensing

Team Membership:

Jan Bacon, Health Care Authority

Pam Skinner – Attorney General

Pat Hazzard – Revenue

Sandra Turner – Secretary of State

Art Irving – Fish & Wildlife

Tina VanderWal – DOP-Small agency assistance

Caroline Lacey – Commerce

Terry Wilson – General Administration

Rose Mattison – Agriculture

Polly Zehm – Ecology

Niki Pavlicek – Transportation

Focus

Using the theme of Consistency, Transparency, and Accountability as a guide prospectively:

- Develop a process by which WMS position inclusion criteria will be applied
- Develop a process by which WMS positions will be evaluated and placed in bands
- Develop a high-level implementation plan for the recommended processes

Participant Role(s)

- Personally attend and actively engage at meetings
- Identify options and draft recommendations for enterprise-wide process
- The Team Lead, with team membership assistance, will present recommendations to the HR Advisory Group, HR Managers Group, Director of Department of Personnel, and Deputies HR Management Group
- Be a point of contact to share information and gather feedback from agencies not represented on the work team to ensure perspectives and concerns are shared

Schedule

Final recommendations are due on Friday, February 12, 2010. To meet this deadline, weekly meetings have been scheduled:

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| ▪ Wednesday, December 30, 2009 (Kickoff Meeting) | 1:00 – 3:00 p.m. |
| ▪ Thursday, January 7, 2010 | 1:00 – 3:00 p.m. |
| ▪ Thursday, January 14, 2010 | 1:00 – 3:00 p.m. |
| ▪ Thursday, January 21, 2010 | 1:00 – 3:00 p.m. |
| ▪ Thursday, January 28, 2010 | 1:00 – 3:00 p.m. |
| ▪ Thursday, February 4, 2010 | 1:00 – 3:00 p.m. |
| ▪ Thursday, February 11, 2010 | 1:00 – 3:00 p.m. |

Jan Bacon, Health Care Authority

Date

Pat Hazzard, Revenue

Date

Art Irving, Fish & Wildlife

Date

Caroline Lacey, Commerce

Date

Rose Mattison, Agriculture

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Niki Pavlicek, Transportation

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Pam Skinner, Attorney General

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Jan Smallwood, Licensing

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